

**CHAIRMAN**  
Gregory A. Smith

**SECRETARY**  
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**STATE OF WEST VIRGINIA**  
**BOARD OF PROFESSIONAL SURVEYORS**  
416 Airport Road, Suite 1, Sutton, West Virginia 26601-9740  
Telephone: (304) 765-0315    Fax: (304) 765-0316  
Web site: www.wvbps.com    E-mail: wvbps@wv.gov

### **Certificate of Authorization**

#### **Change Order**

Firm \_\_\_\_\_ COA No. \_\_\_\_\_

Office Location \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Web \_\_\_\_\_

Cell phone/ Surveyor-in-Charge \_\_\_\_\_ E-mail/Surveyor-in-Charge \_\_\_\_\_

Corporate Headquarters' Address (if applicable) \_\_\_\_\_

Corporate Contact \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Please **delete** the following WV Professional Surveyor(s) from the list of those authorized to supervise/sign work for the firm listed hereon.

Please **add** the following WV Professional Surveyors to the list of those authorized to supervise/sign work for the firm listed hereon. (Use additional page if necessary.)

<i>Name</i>	<i>Mailing Address</i>	<i>City/State/Zip</i>	<i>Title</i>	<i>WV PS Lic. No.</i>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Signature of WV Professional Surveyor-in-Charge

\_\_\_\_\_  
Date

#### **Designation of New Surveyor-in-Charge**

Affidavit of Licensed Surveyor-in-Charge: I, \_\_\_\_\_, certify that I hold an active professional surveyor's license in the State of West Virginia and that I am responsible for the supervision and management of all surveying activities in the State of West Virginia for the firm of \_\_\_\_\_

\_\_\_\_\_ conducted in its \_\_\_\_\_ office.

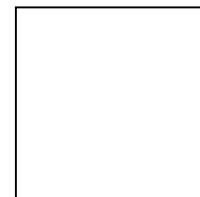
Number of employees I supervise and manage at this address: \_\_\_\_\_.

I understand that as a designated surveyor-in-charge, I must be a full-time employee of the firm, or an officer, majority interest holder, or owner of the firm. I further understand that I cannot be designated surveyor-in-charge for more than one firm or office, nor can I supervise the activities of an individual who is not employed by the firm, without advance approval by the Board.

\_\_\_\_\_  
Signature of WV Professional Surveyor-in-Charge

\_\_\_\_\_  
Date

A Certificate of Authorization will not be issued unless a WV PS seal appears as noted.



(WV PS Seal)